



STATE OF UTAH
invites applications for the position of:

CORRECTIONAL OFFICER - POST

SALARY: \$18.80 /Hour

OPENING DATE: 06/15/17

CLOSING DATE: 08/25/17 11:59 PM

**NUMBER OF
OPENINGS:** 80

BENEFITS:

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL
BACKGROUND
CHECK:**

You must successfully pass a criminal history check.

**DRIVER
LICENSE
REQUIREMENTS:**

Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<http://www.rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL
ADDRESS:**

Draper Facility 14425 S. Bitterbrush Lane Draper, UT 84020 or Central Utah Correctional Facility 255 E. 300 N. Gunnison, UT 84634

**RECRUITER
NAME:**

Jeffie Dickerson

**RECRUITER
TELEPHONE
NUMBER:**

801-545-5570

**RECRUITER
EMAIL
ADDRESS:**

jdickers@utah.gov

**OVERTIME
EXEMPT:**

No

**SCHEDULE
CODE:**

B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO
STATEMENT:**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

JOB DESCRIPTION:

Professionalism- Respect.-Integrity- Duty.-Excellence



We support the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and great teamwork.

The Utah Department of Corrections is looking for **Correctional Officers** for our Draper site prison and our Gunnison site prison.

Job Description

A Correctional Officer maintains safety, security and surveillance over institutional programs and activities, including supervision and monitoring of inmates.

Principal Duties

The Correctional Officer position requires POST Certification. (If you are not POST Certified, we will put you through the academy in order to obtain the necessary certifications, as a full time paid employee.) Correctional Officers are the the Prison's front-line employees, their duties include:

- Involved in the day to day operations of the prison.
- Searching cells for contraband.
- Monitoring the movement of inmates inside and between facilities.
- Generally supervising and maintaining security within the facility.
- Monitoring schedules, participating in resolution of disorderly behavior.
- Having a sense of community. As the inmates live together for extended periods of time. The Correctional Officer must find ways to encourage community and peace within the inmate population.
- Provides information and makes informed decisions concerning inmate behavior, attitudes, goals, etc.
- Correctional Officers interact with inmates daily and can make the biggest impact on an inmate's experience while in the care and custody of the Utah Department of Corrections.
- Performs security and custody duties including inmate supervision, cell searches, inspections, inmate movement; prepares inmate incident and disciplinary reports.
- Coordinates activities with institutional needs and enforces security regulations on or off property.

The Ideal Candidate

The best candidate will be able to, or be a:

- Supervise and monitor inmates
- Positive role model
- Become a leader
- Facilitate Programming/Education opportunities for inmates
- Communicate clear expectations and positive reinforcement
- Provide creative/innovative ideas for offender management
- Create a safe and positive environment for staff and inmates
- High character and integrity
- Team Player
- Able to work with a diverse population
- Problem solver / Conflict resolution
- Strong interpersonal skills

Draper Academy Start Date

January 8, 2018

Academy Number

PSA 293

Dates application must be submitted

June 15, 2017 thru August 25, 2017

Gunnison Academy Start Date

January 22, 2018

Academy Number

PSA 294

Dates application must be submitted

June 15, 2017 thru August 25, 2017

****The academy dates listed above are subject to change, based on the number of applicants.**

Why You Should Join Our Team

You can make a difference in public safety and help offenders transform their lives. Be a positive role

model and become a leader. Plus Correctional Officers are eligible for a comprehensive benefits package from day one including;

- Medical, Dental, Vision,
- 401k,
- 11 paid Holidays,
- You can accrue up to 2.6 weeks of Annual Leave **AND** 2.6 weeks of Sick leave per year!
- A 25 year pension

The Agency

The Utah Department of Corrections as a dedicated team of professionals ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment.

For additional information about the Utah Department of Corrections please go to this link. <http://www.corrections.utah.gov/>

EXAMPLE OF DUTIES:

- Officers search inmates for contraband, such as weapons and drugs, settle disputes between inmates, and enforce discipline.
- Officers enforce regulations through effective communication and the use of progressive sanctions, which involve punishments, such as loss of privileges.
- Officers may aid inmates in their rehabilitation by scheduling work assignments, counseling, and educational opportunities.

TYPICAL QUALIFICATIONS:

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
- applicable laws, rules, regulations and/or policies and procedures
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- principles, theories, and practices of Corrections
- use security and/or control techniques or devices to secure people, facilities, property, supplies or equipment
- coordinate the activities or tasks of people, groups and/or organization(s)
- use the inmate classification and disciplinary system for inmate management
- observe the environment, paying attention to changes, inappropriate activity, or potential problems
- the offender management review system
- functionally supervise interns, volunteers, or resident workers

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APPLICATIONS MAY BE FILED ONLINE AT:
<https://statejobs.utah.gov>

Position #12508
 CORRECTIONAL OFFICER - POST
 JD

2120 State Office Building
 Salt Lake City, UT 84114
 801-538-3025

statejobs@utah.gov

CORRECTIONAL OFFICER - POST Supplemental Questionnaire

* 1. **IMPORTANT INSTRUCTIONS FOR CORRECTIONAL OFFICER APPLICANTS**

Thank you for your interest in a Correctional Officer position with the Utah Department of Corrections (UDC).

The instructions that follow are critical to your successful completion of the application process. Your failure to adhere to all instructions will result in your disqualification as an applicant.

Because applicants will receive additional instructions and documents via email, you must have a valid email address in your job seeker profile at <https://statejobs.utah.gov>.

The application process for a Correctional Officer position may take several months to complete; please be patient.

Please verify that your name in your job seeker profile matches the name printed on your social security card.

Only qualified applicants selected for testing will be contacted.

Do you understand these instructions?

☐ Yes

☐ No

* 2. **PLEASE READ ALL OF THE FOLLOWING INSTRUCTIONS**

This recruitment is used to develop a list of qualified candidates for Correctional Officer academies.

It is best to have already taken and passed the National Police Officer Section Test (NPOST), **(But Not Required to Apply)** prior to the physical fitness testing. Information about how to take the NPOST test is available at http://publicsafety.utah.gov/post/prospective/entrance_exam.html.

We will offer the NPOST test as part of the recruitment process, if you have not already taken and passed it. This test will be given immediately following the physical fitness test (for those who need to take it).

You MUST bring \$15.00 cash (as we may not have change available) for the cost of the NPOST exam. If you do not have the fee with you, you will not be allowed to sit for the exam.

The NPOST exam, and physical fitness testing (PT) will be held at the Fred House Academy Building, located at 14727 S. Minuteman Drive, Draper, Utah. UT, as well as one day at the Central Utah Correctional Facility in Gunnison, Utah.

If you meet the minimum qualifications you will be contacted via e-mail with the scheduled dates and times for the NPOST exam, and the physical fitness testing.

1) If you have already taken and passed the NPOST exam, you must bring a copy of your passing NPOST results with you in order to take the physical fitness test, or you will be required to re-take the NPOST exam.

2) You must have a valid drivers license in order to register on the day of testing.

3) The minimum entry qualifications for the physical fitness test are as follows:

- a) 14.5 inch vertical jump;
- b) 23 sit-ups in 1 minute or less;
- c) 14 consecutive push-ups; and
- d) 1.5 mile run in 16:11 minutes or less.

Start preparing yourself NOW to meet the above physical requirements. We will try to give you as much notice as possible for the dates of testing.

All communication regarding this recruitment, including applicant instructions, will be sent via e-mail. **You must have a valid email address in your job seeker profile. Be sure to check your spam and junk mail boxes, as our e-mails can end up there.**

Have you read all of the instructions and do you understand them?

☐ Yes

☐ No

- * 3. Have you applied with the Utah Department of Corrections, for a Correctional Officer position, in the past six (6) months?
- ☐ Yes
- ☐ No
4. If you have applied with the Utah Department of Corrections, for a Correctional Officer in the past six (6) months, please list the dates of your previous application(s).
- * 5. Have you previously worked for the Utah Department of Corrections?
- ☐ Yes
- ☐ No
6. If you answered 'yes' to previously working with the Utah Department of Corrections, please describe your experience, including specific job titles and responsibilities, as well as the length of time in each position.
- * 7. Have you taken, and passed, the National Police Officer Selection Test (NPOST)?
- ☐ Yes
- ☐ No
- * 8. Please indicate your current level of peace officer certification in the State of Utah.
- ☐ None
- ☐ Special Function Officer
- ☐ Correctional Officer
- ☐ Law Enforcement Officer
- ☐ Correctional Officer and Law Enforcement Officer
- * 9. Please indicate the highest level of education you have completed.
- ☐ None
- ☐ High School Diploma / GED
- ☐ Some College
- ☐ Bachelors Degree or Higher
- * 10. Are you at least 21 years of age, or will you become 21 before the academy start date you are applying for?
- ☐ Yes
- ☐ No
- * 11. Are you a United States Citizen?
- ☐ Yes
- ☐ No
- * 12. If you have used any illegal drugs in the past two years, you will not qualify to attend the POST academy for a minimum of two years from the most recent date of use.
- This qualification is based on Utah law., (i.e. use of marijuana in states where it is legal will disqualify you if used in the past two years.)
- ☐ I understand this statement
- * 13. By law applicants for the Utah Department of Corrections cannot have "felony convictions". Applicants with convictions that violate this law cannot be considered for employment.

Note: Involvement in a felony crime for which you were not convicted of a felony requires a four (4) year waiting period from date of involvement.

As an adult if you have had a criminal conviction as set forth above that disqualifies you from employment, please answer "yes" to this question.

- ☐ Yes
☐ No

- * 14. By law applicants for the Utah Department of Corrections cannot have been convicted **in the last two years** of Driving Under the influence of Alcohol, Drugs or Metabolite (from the date of conviction)

If you have been convicted in the last two years of Driving Under the influence of Alcohol, Drugs or Metabolite, (from the date of conviction) , please answer "yes" to this question.

- ☐ Yes
☐ No

- * 15. By law applicants for the Utah Department of Corrections cannot have been convicted **in the last four years** of a crime of dishonesty (from the date of conviction)

*Crimes of dishonesty include, but are not limited to: theft; fraud; tax evasion; issuing bad checks; financial transaction credit card offenses; deceptive business practices; defrauding creditors; robbery; bribery or receiving a bribe; perjury; extortion; arson; criminal mischief; falsifying government records; custodial interference; forgery; receiving stolen property; firearms violations; burglary; criminal trespass; vandalism; kidnapping; furnishing or permitting minors to use tobacco or alcohol; violations of the computer crimes act; offenses against the administration of government; violations against the public order and decency act; violations of the pornographic and harmful materials and performances act; violations of the racketeering enterprises act; violations of the cable television programming decency act; violations of the communications fraud act; violations of wildlife laws.

If you have had a criminal conviction in the last four years of a crime of dishonesty (from the date of conviction) , please answer "yes" to this question.

- ☐ Yes
☐ No

- * 16. By law applicants for employment with the Utah Department of Corrections cannot have been convicted **in the past four years** of a crime of unlawful sexual conduct (from the date of conviction)

If you have had a criminal conviction in the past four years of a crime of unlawful sexual conduct (from the date of conviction) please answer "yes" to this question.

- ☐ Yes
☐ No

- * 17. By law applicants for employment with the Utah Department of Corrections cannot have been convicted **in the past four years** of a crime of physical or domestic violence (from the date of conviction)

Note: Conviction of or involvement in class A misdemeanor crimes involving physical or domestic violence requires a four (4) year waiting period from date of conviction or involvement.

If you have had a criminal conviction in the past four years of a crime of physical or domestic violence (from the date of conviction) please answer "yes" to this question.

- ☐ Yes
☐ No

- * 18. This recruitment is hiring for two different locations. Please check which location(s) you would like to be considered for and are willing to work. *Do not check a location, if you are not willing to work there.

Important Note: Those hired for Draper will attend the academy in Sandy, UT at the POST academy.

Those hired for Gunnison will attend the academy in Gunnison, UT at the Central Utah Correctional Facility.

- ☐ Draper Facility - Draper, UT
- ☐ Central Utah Correctional Facility - Gunnison, UT

* 19. Please indicate how you heard about this specific job posting.

- ☐ State Jobs
- ☐ An External Job Posting Site (Indeed, LinkedIn, etc.)
- ☐ Social Media (Facebook, Twitter, etc.)
- ☐ Advertisement (Newspaper, Internet, Radio, etc.)
- ☐ Professional Network
- ☐ University Network (Career Center)
- ☐ Referred by a Friend or Colleague
- ☐ Contacted by a Recruiter
- ☐ Career Fair
- ☐ Internal communication from a State Agency that employs me - State employees only
- ☐ Other

20. If you answered 'Other' to question #18 above. Please list how you heard about this job opening.

* Required Question